



INFORMATION MANAGEMENT ELECTRONIC NEWS LETTER

"Improving Customer Awareness through better Communications"

February 29, 2000



Microsoft's Windows 2000 - The Corps Is Developing a Deployment Strategy for WIN 2000 - [by Julie](#)

[Offfield](#)

Windows 2000 is Microsoft's latest operating system available for both desktops and servers. Microsoft has recently released Windows 2000 for sale. Three different packages of the operating system are available for servers: Server, Advanced Server, and Datacenter Server. The different server packages depend on the size of the corporation and the business needs. Windows 2000 Professional is the desktop version. There are major functionality changes with Windows 2000 from the other Microsoft operating systems.

One of the new features is the Active Directory (AD). The AD allows users to access data and resources regardless of where it resides and where the user is located. Another new feature is the AD Schema. The AD Schema contains the definitions of all objects (computers, users, resources, etc) for the entire AD; therefore any modifications to the schema will impact the entire network. The complexity, impact on the network, conflicts with current Army software and security, and the possibility of restrictions for software installations have generated a Corps-wide need for standard guidelines. This concern has led to the establishment of a Windows 2000 Migration group in the COE and throughout the Army.

Huntsville is a member of the COE Windows 2000 Migration Group. The Portland District is leading this effort. We will be setting up a test server as soon as we receive the software and instructions from Portland, which is expected to be around the 2nd week in March. The test period is anticipated to take a minimum of 4 months. We want to express our thanks to the Engineering Directorate for donating two workstations for testing of the desktop Windows 2000 operating system.



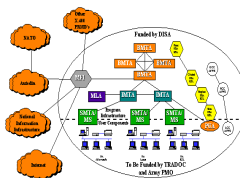
Defense Automated Printing Services (DAPS) Agency - [By](#) [Earl Ball](#)

Many of our copiers located

throughout the Center are breaking down due to the print volume placed on these units. Though we are required by various Department of Defense (DOD) directives and regulations to reduce our printing requirements, our internal use of our printing resources continue to grow. While we identify ways of reducing our hardcopy requirements there are alternative resources that can and should be used to address our printing needs.

Many of our customers might not know that we have available in-house local printing and reproduction services made possible by the Defense Automated Printing Services (DAPS). Located within the Center's Automation and Communications Room on the first floor, DAPS has installed large copiers to support our customer's reproduction needs. Utilizing DAPS for large reproduction requirements can reduce your coping costs.

Both black and white as well as color reproduction is available. Print requests (CEHNC Form 639) can be turned around in most cases within one workday. The cost for printing a single black and white page is approximately *0.035 cent per 8.5 x 11 page, which is less than operating one of the Centers copiers*. Work can be processed from either hardcopy or digital file formats (PageMaker 6.5, MS Office97), drive availability - 1.44 floppy, Zip 250/100MB. For more information on this service please send an email to Mr. Earl Ball, IM-C or phone him at 895-1539.



The Center gets Ready for Defense Messaging System (DMS) Deployment - [by Julie](#) [Offfield](#)

Defense Messaging System (DMS) is a global messaging system for the purpose of establishing a common-user messaging system for the Army and all of the Department of Defense (DOD). DMS will replace the labor intensive and costly Automatic Digital Network (AUTODIN) and antiquated e-mail systems currently used by DOD. DMS provides a secure and reliable messaging system with the ability to exchange large volumes of information, on demand, to and from all DOD worldwide users. DMS users include the US Government, allied, and defense contractors as needed. DMS utilizes commercial-off-the-shelf (COTS) hardware and software. DMS is



INFORMATION MANAGEMENT ELECTRONIC NEWS LETTER

"Improving Customer Awareness through better Communications"

February 29, 2000

compatible with Outlook 98 as the e-mail system. The next version of DMS is currently being developed to be interoperable with Windows 2000. DMS is being implemented in phases with the final phase planned for high level secure messages sometime in 2002 – 2003 and will become the mandatory system for sending secure messages.

Employees who are designated by their supervisor to require DMS capability are issued FORTEZZA cards much like a CEFMS signature card. The Organizational Registration Authority (ORA) assists with the paperwork side of things and monitoring security of FORTEZZA cards. The COE is currently in the process of deploying DMS to all the COE sites. They have established Vicksburg and Portland as the Local Control Centers (LCC) for DMS. The Local Control Centers are responsible for technical support of DMS.

We have installed and tested the sensitive but unclassified (SBU) message traffic. Some of the hardware has been received for the classified installation. Further information will be provided as our DMS implementation continues.



Graphic Arts and Audiovisual Customer Services - by [Earl Ball](#) and [Beverly Penaranda](#)

There are times when you might find the need for graphic arts and audiovisual support.

As part of IM's customer support capabilities we provide the center with Graphic Arts and Audiovisual services. Graphic Arts requirements are submitted to IM on a work order form (CEHNC Form 639). Using the information provided by the customer, IM will prepare a work / cost estimate which addresses such things as; artwork, layout, color complexity, design, production of art product and time of completion. The majority of our Graphics work is contracted out. However, internal graphics and web art can normally be supported in-house. For more information on this service please send an email to Earl Ball or call him at 895-1539.

Some of the audioVisual services we provide our customers include: video projection equipment, audio and video teleconferencing (VTC), video tape recording, etc. Due to the growing demand of these resources and services we ask our customers to submit

as least two days in advance, their requirements (CEHNC Form 1010) to IM. For AudioVisual needs please contact Earl Ball via email or phone (895-1539). VTC requirements can be scheduled by phoning Scott Tidmore 895-1252/Earl Ball 895-1539/Beverly Pendarana 895-1253 or by email.



How Do I Acquire Cellular Phone Services? by [Beverly Penaranda](#)

Mobile communications requirements, i.e. Cell Phone and Pagers, for the Center have increased over the past three years. This type of technology has become a necessity in supporting mission needs. Many of our customers have asked how does one acquire these services through IM. Presently the process used to acquire cellular phones and pager is as follows:

STEP 1 - Fill out an HNC Form 959 detailing include how many cellular phones you will need as well approximately minutes you will be using the cellular phones. Be sure to include dollars for in-house reimbursement.

STEP 2 - Bring the HNC Form 959 to IM for processing.

STEP 3 - IM will initiate credit card procurement for the cellular phone and a contract action for your cellular service through the Contracting Directorate.

STEP 4 - Contracting will either mod an existing contract or issues a new contract. Once the action is completed, the vendor chosen will be notified of the new requirement and your cellular phone will be procured.

How long does this process take? Presently the entire process takes approximately 15-20 working days.

What will it cost for my cellular phone? The cellular phones that are being procured have been running about \$205 each. These are digital type phones. The service can be as low as \$13.95 per month plus \$0.13 per minute. The cellular phones that require more features (such as voicemail, call waiting, etc) and will be used extensively during a month can go on nation-wide plans running from \$89.95 per month up to \$119.95 per month plus fees and taxes and \$0.25 per minute over the plan minutes. The nation-wide plans cover as low as 650 minutes up to 1000 minutes per month.



INFORMATION MANAGEMENT ELECTRONIC NEWS LETTER

"Improving Customer Awareness through better Communications"

February 29, 2000

For additional information please contact Ms. Beverly Penaranda at 895-1253 or send her a email. [☞](#)

Information Management Prepares for Center Wide Records Surveys - [by Lynn Wells](#)

As mentioned in last month's newsletter, IM will be conducting a Center Wide Records Survey. The actual survey will start in April with an anticipated completion date of December. Training for the Records Management Assistants (RMA) is scheduled for 21 Mar (8:30-4:00) in the Command Conference Room. A reviewed in the training session. This checklist will be used by the RMA to prepare their areas for the surveys.



Changes in Automation Security Regulations Define New Requirements for all Automated Information Systems

(AIS) Certification and Accreditation (C&A) - [by Gary Douglas](#)

Recent changes in Army Information Technology Security Regulations call for a total assessment of our automation and communications profile to insure that all security requirements are met. Some of the changes in this regulation are a result of evolutionary changes in technology and its impact of information / system security. One of the questions posed by this regulation is - Is the information technology you are using at Huntsville Center legal? To be legal, the Certification and Accreditation (C&A) of all Corps of Engineers Information Technology (hardware, software and connectivity) must now meet the Department Of Defense (DOD) Information Technology Certification & Accreditation Process (DITSCAP) regulation. This will require a complete C&A process be performed for each AIS at Huntsville Center.

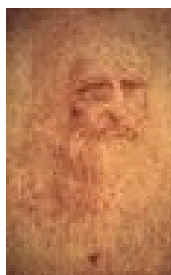
The DITSCAP definition of an AIS is "Any equipment or interconnected or intra-connected system or subsystem of equipment that is used in the automated acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data and includes computer software, firmware and hardware". There are Generic and Operational AISs. Generic AIS's are standard

CEHQ systems and will be accredited at CEHQ. Operational AIS's are all others and must be accredited at the Organization level. The major definition requirements for each AIS will be:

1. A mission description and system identification
2. An environment and threat description
3. A complete system architecture description
4. System security requirements
5. Identification of Organizations involved and resources required
6. Life Cycle Management documentation
7. Contingency Plan (COOP)

The above elements must be collected into a draft System Security Authorization Agreement (SSAA) and registered with the Designated Approving Authority (DAA). The draft document will then go through the process of verification, validation, and post-accreditation. Upon acceptance in the post-accreditation process, Certification and Accreditation for that AIS will be approved.

The majority of our user workstations will not be affected by this process. Those systems meeting the DISTCAP AIS definition **must be accredited, regardless of the location where they are operational.** Further information will be provided, as information becomes available. Any questions or concerns, contact Gary Douglas @ 5-1259.



Microsoft Outlook Tips Section

Tired Of Searching Through 40,000 E-Mail Names To Find The One You Need? [By Marylou Chapman](#)

The Global Address Book in the Corps-wide Exchange E-mail System contains approximately 40,000 addresses. You can simplify and speed up your searches by setting up a Personal Address List, containing only your frequently used addresses.

A Personal Address Book can be customized to your needs, and may contain names of CEHNC co-workers as well as external Corps addresses and even Internet mail addresses.



INFORMATION MANAGEMENT ELECTRONIC NEWS LETTER

"Improving Customer Awareness through better Communications"

February 29, 2000

If you do not already have a Personal Address Book set up; you can easily add one to your resources.

- 1) Open Outlook, but keep the Global Address Book closed.
- 2) Choose **Tools, Services** from the Outlook Menu Bar.
- 3) In the Services tab of the resulting Dialog Box, choose the **Add** button.
- 4) From the list of available services, choose **Personal Address Book**; then choose OK.
- 5) Close the Services Dialog Box and open the Address Book again. To view your new Personal Address Book, select the **Show Names from the** drop-down list; scroll down you'll see **Personal Address Book** as the LAST item in the Corps list.

To add names to your Personal Address Book, follow these steps:

- 1) Choose **Tools, Address Book** or click the **Address Book** button.
- 2) To add name(s) from the Global Address List, select the name(s) and click the **Add to Personal Address Book** button on the toolbar OR choose **File, Add to Personal Address Book**. The name(s) will be copied to your Personal Address Book.
- 3) To view your Personal Address Book, select the **Show Names from the** drop-down list and choose **Personal Address Book**. The list changes to display those names you've added to your personal address list.
- 4) To add an internet address to your Personal Address Book, click the **New Entry** button or choose **File, New Entry**. The New Entry dialog box appears.
- 5) In the Select the Entry Type list, choose **Internet** from the option list. The Address Properties dialog box will appear; choose the **SMTP-General** tab and enter the person's preferred Display Name and e-mail address. Click **Apply, OK**. The new Display Name will appear in your Personal Address Book.
- 6) When finished working in your Personal Address Book, close the window by choosing **File, Close**. You will return to the Outlook Inbox.

Suggestions

If you would like to make a suggestion on how we can improve our services or would like to make a suggestion on ways to improve this letter please fill out our suggestion form. Click here [✉](#)
